



EATON COUNTY
invites applications for the position of:

Deputy Clerk II - District Court

SALARY: \$13.41 - \$15.96 Hourly
\$27,894.00 - \$33,207.00 Annually

OPENING DATE: 01/14/14

CLOSING DATE: 02/04/14 11:59 PM

GENERAL SUMMARY:

Under the supervision of the Court Administrator or Deputy Court Administrator, performs a variety of the more complex tasks involved in the processing of traffic, civil and criminal cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers and the public. Prepares a variety of court documents and enters case information to the computer system. Processes general civil, small claims and landlord/tenant cases, includes reviewing, processing and filing all documents related to such cases.

ESSENTIAL FUNCTIONS:

MINIMUM QUALIFICATIONS:

Must be a high school graduate, or equivalent. Prefer some coursework in data processing.

One year previous clerical experience, preferably in a court or related legal setting.

Must be an accurate typist with a high typing proficiency.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Physical Requirements:

[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to access various files throughout the court.
- Ability to operate cash register.
- Ability to operate copying machine.
- Ability to enter and access information to the computer.

- Ability to withstand prolonged periods of sitting while entering data to the computer.
- Ability to withstand prolonged periods of standing while assisting people at the counter.

Working Conditions:

- Works in normal office conditions.

Eaton County is an Equal Opportunity Employer

Eaton County Advises Job Applicants That It Does Not Discriminate On The Basis Of Disabled Status

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.eatoncounty.org>

Position #

DEPUTY CLERK II - DISTRICT COURT
SM

1045 Independence Blvd.
Charlotte, MI 48813

echr@eatoncounty.org
